



Your Gateway to Security Through Knowledge

Getting Started with ENROL

An overview for users

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Introduction

ENROL (Electronic Network Registration and On-line Learning) Learning Management Server (LMS) is a Web-based application that provides you with the tools necessary for finding, managing, and tracking your knowledge growth. Through ENROL LMS, you are provided with instant access to online learning courses, schedules and details about traditional learning events, pathways to professional growth as well as access to performance support and knowledge documents.

Objectives for This Guide

In this document, you will learn how to use ENROL for finding and managing your training. You will not learn everything about ENROL – just enough to get you comfortable navigating and exploring some key features and capabilities.

ENROL Overview

ENROL provides some key features which are just a few clicks away. You can access online courses, instructor-led training, seminars and more in one easy-to-use location.

Logging into ENROL

If you are logging into ENROL for the first time you must first create your profile.

► To create an ENROL profile:

- 1 Access the ENROL Web Site.



DSSAcademy
Security Through Knowledge

Log On

Please enter your username and password.

Username:

Password:

→ Create your new ENROL user account!!

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Figure 1: ENROL Log On Page

- 2 Select the link **Create your new ENROL user account** located on the ENROL login page.
- 3 Page 1 of the profile will then be displayed. Following the Privacy Act Statement enter a Username (1-20 characters) and your social security number. Click the **Submit** button.
- 4 Page 2 of the profile will then be displayed. Complete the “User Account/Registration Form” and click on **OK** at the bottom of the form.
- 5 After successful creation of your ENROL account, you can now electronically register for DSSA course offerings.

► **To log into ENROL:**

- 1 Access the ENROL Web Site. Enter your username and password.
- 2 Click the **Log On** button.

Exploring the ENROL Interface

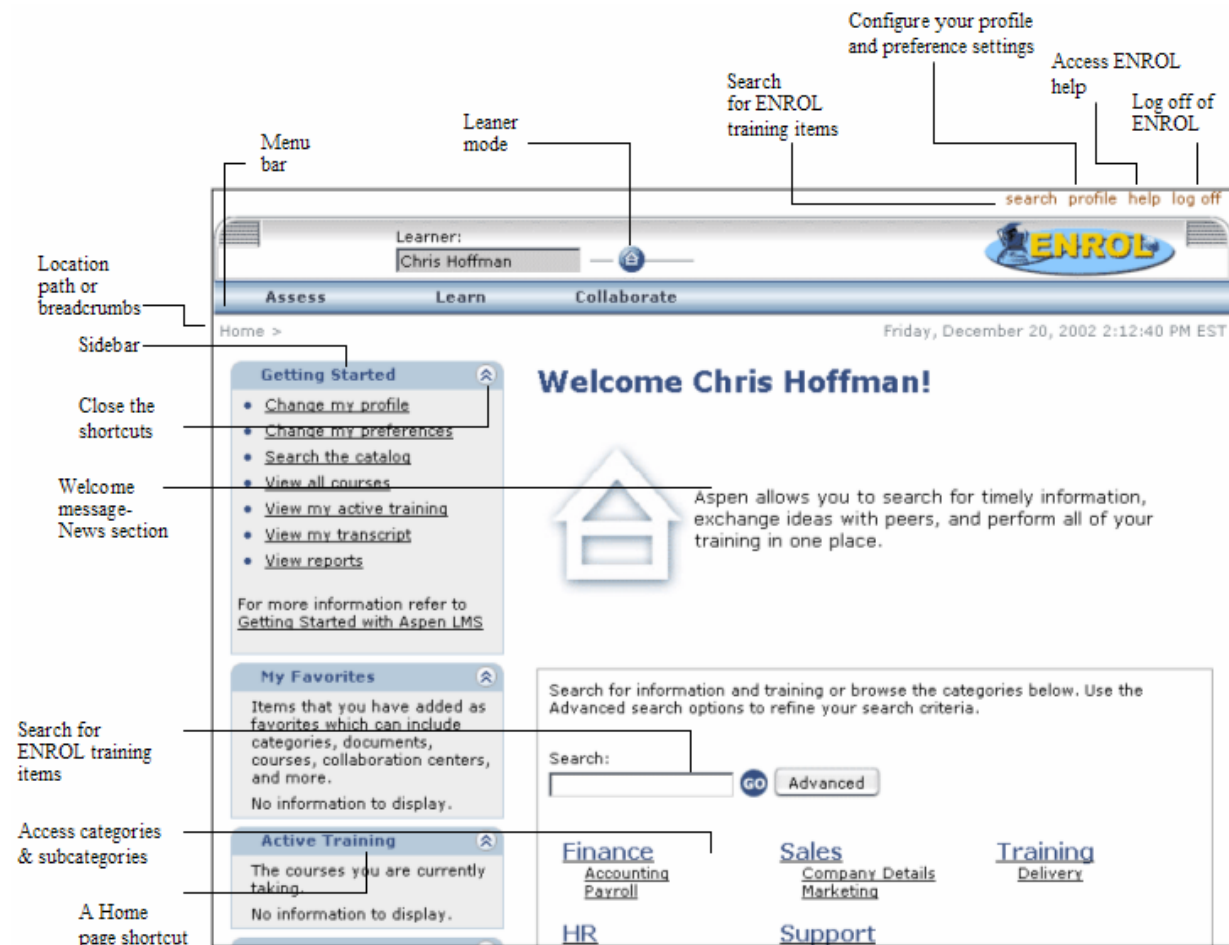







Figure 2: ENROL Home Page - Learner Mode

The ENROL Home page offers an array of items, including:

- **Help:** Help provides step-by-step instructions on how to perform tasks in ENROL.
- **Modes:** There are five modes (depending upon your user role). Navigate to each by clicking on its icon.
- **Location path:** A quick glance at the location path will tell you where you are in ENROL. You can also use the location path to navigate to previously visited screens quickly.
- **Welcome message:** Your ENROL administrator crafts customized messages that appear in the News section of your Home page. A different message may appear in other modes. Be sure to check out the latest news each time you log on.
- **Learn menu (Visible menus depend on user role):** This menu provides you access to most of the learning-related activities.
- **Preferences and profile:** By selecting the **profile** link, you can configure your Home page to display items you use frequently. You can also edit your personal profile information (with the appropriate permissions).
- **Search:** Find the information you need quickly by using the ENROL search feature.
- **Categories and subcategories:** Included here are the courses which are offered by DSSA. Information is easy to locate and access.

About User Modes

Depending on your role in ENROL (student, administrator, author, and so forth) you may access different workspaces or "modes." ENROL modes provide additional features for specific roles, such as the ability to publish training to the system or to manage student information. If you have permission to access features in more than one mode, you can switch between these modes by choosing one of the mode buttons at the top of each page. Below is a table displaying the mode names and icons. In this document, we will focus on Learner mode.

Mode name	Icon
Learner mode: Provides access to the training material and skills data that is assigned to you. All ENROL users can access this mode.	
Manager mode: Provides information about training management for ENROL users. Reports are available for individuals and workgroups.	
Content Manager mode: Provides management features for online courses and other elements.	
Author mode: Provides the features necessary for the development of online courses. Only internal courseware developers have access to these areas.	
Administrator mode: Allows users to create, manage, and configure all components that are tracked by ENROL. Users with permission to publish training to the site will be using the Administrator mode to make their training available.	

Establishing Your Preferences

ENROL allows you to arrange how you will see and access information on the site. Once you access the site, you should immediately set your preferences to ensure that you have quick access to the information you need.

To establish your preferences:

- 1 Click the **profile** link in the top, right-hand corner of the ENROL interface.
- 2 Click the **Preferences** button.
- 3 Set the time zone to reflect the zone in which you work. This setting will let you see events by when they occur in your time zone.
- 4 Use the Options menu to determine those items that will appear on your Home page.
- 5 Click the **OK** button at the bottom of the screen to save your changes.

Note: You can update your password and other information in ENROL. To do this, click the **profile** link, then select the **Profile** button. Be sure to click the **OK** button at the bottom of the screen to save your changes.

Administrator: Jay Cardeve

profile help log-off

Manage Assess Learn Resources Collaborate System

Home > Preferences Wednesday, September 18, 2002 10:59:48 PM CET

Profile Preferences

Preferences

To configure your Home page, select preferred language and time zone and choose one or more options from the table, along with the number of links to display under each option on the Home page. Click OK to save your preferences.

Language: English(US) Time zone: Africa/Algiers

Learner

Options:

<input type="checkbox"/>	Name	Links	View collapsed
<input checked="" type="checkbox"/>	My favorites	3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Active training	1	<input type="checkbox"/>
<input type="checkbox"/>	Upcoming training	1	<input type="checkbox"/>
<input type="checkbox"/>	Instructor schedule	1	<input type="checkbox"/>
<input type="checkbox"/>	Upcoming instructor schedule	1	<input type="checkbox"/>

Figure 3: Preferences Page

Finding the Right Training

You have two main ways in ENROL to access training that may satisfy a specific goal or increase your skill set.

Using Categories to Find Training

On your Home page, there are Categories with lists of courses and classes available to you. You can also access these training items by selecting **Learn** on the main menu and clicking **Catalog**. You can search for courses depending on your permissions.

Customer Support
Customer Support

Search:
☐ Entire site ☒ This category

Subcategories

[Frequently Asked Questions](#) [Suggestions](#)
[Goals and Metrics](#) [Team Information](#)
[Knowledge Docs](#)

Category Listings View:

[+ Add Category to Favorites](#)

1 2 [NEXT](#) >

Task: Records: 11

	Name	Description	Publisher	Last Updated
	Advisory: Brake System Defects	This document defines the issues involved with the brake system defects in the new XS series.		7/7/2002
	Clear Writing			5/16/2002
	...			5/16/2002

Figure 4: Viewing the Customer Support Category

Using Advanced Search

Sometimes, you must find training by a certain set of criteria, such as by delivery method or keywords. To do this, access the Advanced Search feature on the Categories page.

► To use the Advanced Search feature:

- 1 Click **Advanced** next to the Search text box.
- 2 From the search criteria text boxes and lists, enter or select your search criteria.
- 3 Use the check boxes and selection options, if applicable, to refine your search.
 - ENROL searches for exact, whole-word matches including spaces and correct spelling.
 - ENROL searches are not case sensitive.
 - You can use an asterisk as a wildcard character to find words that begin with a series of characters. For example, to search for all words beginning with "a", type "a*". The asterisk will be ignored unless it is used after at least one other character.
- 4 Click **Search**.
- 5 Scroll through the search results to find the items you require.

Advanced Search
Select the appropriate training item in Search list, enter a keyword in the text field and click Search button to get a list of matching training items.

Search for:
 Keywords:
(Name, Description, Course Code)
 Media type:
 Location:
(Example: "Lakewood Center" or "Bellevue, WA")

Content type:
 Delivery method:
☐ Has scheduled classes starting within:
☒ three months ☐ six months ☐ one year

Figure 5: Advanced Search Page

Notice the options beneath each one. You can register for a class, display more information about the class, and more.

Registering for a Class

If a class interests you, click its name. The Course Summary page provides a description that includes a high-level overview, delivery method information, length and more. To register for a course from this page, click **Register**.

► To register for a class:

- 6 Click the link **View upcoming classes** link from the Course Summary page.
- 7 Click the radio button next to the desired class and click the **Next** button.
- 8 Click the **Next** button again, then the **Done** button. If there are any registration issues, these will appear in the Registration Issue box. An example of a registration issue would be a class already at full capacity. You will have the option to register for the class waiting list, if the class is full.

Note: It is important to understand the difference between a course and a class. A course is a program of instruction as described in our DSSA course catalog. The content of a course is delivered through scheduled classes. Classes are scheduled for specific dates and rooms.

When registering for a web-based course you will not see a class listing since a web-based course does not occur on specific dates, rather you complete the course at your own pace during the availability of the course.

Course/Class Waiting Lists (Full Capacity)

You have the option of registering for a course or class waiting list during the registration process. The purpose of the course waiting list is to put you on the mailing list to receive an E-Mail if a space opens in ANY class which falls under that particular course. This is recommended if the class date is not practically important to you. The class waiting list puts you on the mailing list to receive an E-Mail if space becomes available for that particular class date you requested. Keep in mind that if you receive an E-Mail that space has opened in a course/class that everyone on the mailing list will receive an E-Mail, regardless of when they registered. The first person to then register for the opening will get the slot.

Launching Online Learning

If you are registered for a course, you can launch your online learning from your Home page. Simply click the name of the course. From the Course Summary page that appears, select **Launch**.

► **To launch online learning from Categories:**

- 1 Click the name of the course you want to take.
- 2 On the Course Summary page, click **Register**.
- 3 On the Registration page, confirm the task and click **Next**. ENROL confirms your registration.
- 4 Click **Done** to move on to another task or select **Launch** to begin the course. Your course appears in a new window.



Figure 6: Online Learning Course Window

Viewing Your Training Schedule

ENROL makes it easy for you to view lists of courses for which you have successfully registered. You can access your courses under the heading of active training, upcoming training, completed training or canceled training. Using the Training Schedule page, you can also search for specific courses or cancel a registration.

► **To view your Training Schedule:**

- 1 From the Learn menu, select **Training Schedule**. The page defaults to the Active training view.
- 2 Using the View feature, select the training category you would like to see (Active, Upcoming, Completed or Canceled). A grid displays course names, the type of instruction (CBT or Instructor-led), registered date and date of completion. From this grid you can access details of your course progress.
- 3 You can launch an online course by clicking the **Launch** icon next to the course name.

Note: If your active training list consists of more than ten courses, click Next to view the remaining items.


Training Schedule

This page displays a table of all scheduled training classes. To perform a task, select a class from the table, choose an option from the Task list, and click GO. Select from the View list to view different training classes. Click a class name to view more information about it. Point to the icons in the table to view their definitions as ScreenTips.

Search: 

View:

1 2 3 4 NEXT >

Task: 

Records: 35















<input type="checkbox"/>				Class Name 	Type	Registered Date	Start Date
<input type="checkbox"/>				 Accident Reporting - Attempt 2	Instructor	8/11/2001	
<input type="checkbox"/>				 Active Listening Workshop 8/18/01	Instructor	6/26/2001	8/17/2001
<input type="checkbox"/>				 Analyzing Financial Statements 9/5/02	Instructor	8/22/2002	9/4/2002
<input type="checkbox"/>				 Aspen Training 8/20/96	Instructor	8/12/1996	8/19/1996
<input type="checkbox"/>				 Business Communication by Letter and Memo 1/10/00	Instructor	10/31/2000	3/4/2001
<input type="checkbox"/>				 Clear Writing 6/7/01	Instructor	10/31/2000	6/6/2001
<input type="checkbox"/>				 Click2learn: Introduction to	Instructor	12/23/1999	

Figure 7: A Training Schedule

► To cancel a registration:

- 1 From the Training Schedule page, select the check box for the course you wish to cancel.
- 2 In the Task box, select **Cancel registration**.
- 3 Click the **GO** button next Cancel registration.
- 4 Confirm the selection is the one you intend to cancel and click **OK**.
- 5 Click **OK** again to complete the process.

Viewing Your Progress Details

Once an online class is underway, you can check your progress at any time by visiting the Class Progress Detail page. This page displays general progress information such as content type, total score, elapsed time, status, launch and completion dates. If there are lessons associated with the class, the Lesson grid displays name, total score, status, and first launch date.

► To view your progress details:

- 1 From the Learn menu, click **Training Schedule**.
- 2 Click the **View progress detail** icon to the left of the course name. The Class progress detail page appears.
- 3 To view more detailed information, under Lesson, click the lesson name.
- 4 When you are finished, click **OK** to return to the Training Schedule page.

Getting Started: Using ENROL

Thank you for taking a few moments to review this guide. Now that you have seen just a few of the ENROL features, it is time for you to begin leveraging this robust learning tool. Now it's time for you to log on and learn by doing.

For additional assistance getting started, contact the Defense Security Service Customer Service Center, 888-282-7682.